

STUDENT WELCOME LETTER GUIDE

SCHOOL LETTER HEAD

Office Symbol

20 June 2001

MEMORANDUM FOR Students, Course and Class Identification

SUBJECT: Welcome Letter and Course Information

1. Provide a welcoming statement. Examples:

a. On behalf of the Commandant and the staff and faculty of the United States Army Sergeants Major Academy (USASMA) I congratulate you on your selection to attend the Battle Staff Noncommissioned Officer Course (BSNCOC).

b. Welcome to the Field Artillery Captains Career Course – Distance Learning (FACCC-DL). The purpose of this letter is to provide you with information concerning the FACCC-DL and establish the initial dialogue between you and your Course Manager here at Fort Sill.

2. State the purpose of the course and provide other relevant information. Examples:

a. The purpose of the BSNCOC is to train battalion and brigade staff noncommissioned officers to manage the operations of battalion or brigade command posts. Noncommissioned officers will learn their specific staff duties and become familiar with the duties of other staff sections.

b. The FACCC-DL will prepare Field Artillery (FA) officers for duties as Fire Support Officers at maneuver battalion and brigade levels; to perform duties as staff officers at FA Battalion, Division Artillery, and FA Brigade levels; and for battery command.

c. The Medical Information Management Course (MIMC) prepares information management (IM) professionals to execute missions in fixed and field medical units. The MIMC is a two-phase course consisting of nonresident and resident components. The nonresident phase must be completed before attending the resident phase. Both phases must be completed in the same year.

3. Provide an overview of the course structure and identify the locations where students will receive DL instruction. Examples:

a. The BSNCOC structure of phases, modules, lessons, and tests ensures standardization in accordance with The Army Training System (TATS). It trains all soldiers, regardless of component, on course critical tasks to the same task performance standard. The course has two phases. Phase I consists of a nonresident training packet which you will complete within 60 days at your own location. Upon completing Phase I, you will attend Phase II in

residence at one of the following locations: the USASMA at Fort Bliss, Texas (four weeks and one day); Fort McCoy, Wisconsin (21 consecutive days); or at a Digital Training Facility (DTF) certified to receive the BSNCOB through synchronous video teletraining (VTT) (four weeks and four days). If you elect to receive training through VTT, you will be directed to the BSNCOB-certified DTF at or closest to your home station, which is _____.

b. Phase 1 of the MIMC consists of 88 hours of asynchronous, nonresident, computer-based training (CBT) provided on compact disc (CD). You may complete this phase in your own location if you have a personal computer (PC) that meets the minimum requirements specified in the instructions that accompany the CD. If not, you may complete it at the Digital Training Facility (DTF) closest to your home station, which is _____. Upon completing Phase 1, you will attend Phase 2 for six weeks in residence at the Academy of Health Sciences, Fort Sam Houston, Texas.

c. The FACCC-DL consists of two phases. Phase Ia consists of asynchronous web-based instruction provided via the Internet. This sub-phase must be completed within one year. You will receive this instruction at the Digital Training Facility (DTF) closest to your home station, which is _____. Phase Ib consists of synchronous and asynchronous instruction provided during the first half of the second year of instruction. The synchronous instruction is instructor-led classroom instruction delivered to the DTF via the Internet. The asynchronous instruction is self-paced and may be completed at your own location. Phase II is scheduled during the last half of the second year. It consists of two-weeks in residence at Fort Sill, Oklahoma.

4. Identify a subject matter expert (SME) or course advisor who will be available to answer questions or provide additional information. Examples:

a. You may contact your course manager for the FACCC-DL via e-mail at faccdl@sill.army.mil. Further information about the FACCC-DL is available at the following URL: http://155.219.39.98/admin_guide/adminguide.htm.

b. Points of contact for the MIMC are available at the following URL: <http://139.161.100.45/imit/mimc/POC/poc.html>. Additional information is available at <http://139.161.100.45/imit/mimc/index.html>.

c. If you have questions about the BSNCOB or class schedules, you may contact the BSNCOB Chief Instructor at Commercial (915) 568-9165, DSN 978-9165 or e-mail battlestaff@emh10.bliss.army.mil. Additional information is available at <http://usasma.bliss.army.mil/website/BSNCOB/geninfo.html>.

5. Provide instructions concerning course enrollment and access to web-based training phases. Example:

a. Enrollment in the FACCC-DL will be accomplished through the Army Training Requirements and Resources System (ATRRS). See your unit training officer or NCO for

enrollment assistance. Course iterations occur each year in October and run for two consecutive years. Suspense for enrollment is 1 August.

b. After you enroll, you will require a password and a login ID to access the Asymetrix Librarian Student Program for Phase I. You must obtain your password and login ID no later than 15 September. To obtain your password and login ID, contact your course manager at facecdl@sill.army.mil. The password and login ID will be provided via e-mail. Before you use the password and login ID, you must download certain files to access Librarian. Procedures for downloading files are in Annex B of the FACCC-DL administrative guide web site.

6. Provide a study plan to aid students in budgeting their time to assure successful completion of DL phases. Example:

a. The FACCC-DL will be a challenging but rewarding experience. A DA Form 1059, Service School Academic Evaluation Report will be issued when you finish each phase. The Form 1059 will grant access to the next phase. You will be awarded Military Education Level (MEL) Code 6 when you complete the course.

b. Students who fail to complete any phase requirements within the prescribed timeframe, or who fail academically, will receive a DA Form 1059 stating that the student failed to achieve phase standards and the reasons for the failure. The student and the DA Form 1059 will be referred to the student's unit commander for further disposition.

c. The Field Artillery School staff and faculty stand ready to assist you in any way possible to achieve a successful outcome to the FACCC-DL. However, experience shows that students involved in self-paced individual study are most likely to succeed if they establish a study plan. The plan should provide for a regular time to study on a daily basis and identify a place where you can study free from noise and outside distractions. The following is a recommended time line for completing the asynchronous instruction in Phase Ia:

<u>Block</u>	<u>Estimated Completion</u>
TRADOC Common Core	Week 1
MLRS or Cannon Battery Functions	Week 2 – 7
Communications/Electronics	Week 8 – 10
Principles of Fire Direction	Week 11 – 20
Automated Fire Direction/Safety	Week 21 – 28
IFSAS or AFTADS (overview)	Week 29 – 30
Battery Command	Week 31- 36
Fundamentals	Week 37-43
Joint Application	Week 44-48

7. Conclude the letter with a personal word of welcome and encouragement. Example:

Again welcome to the _____ Course. You have several challenging and rewarding weeks ahead of you. If you have any questions or require additional information, contact your chain of command or your course manager at the address provided above. My telephone number is _____ and my e-mail address is _____. Continue to monitor our web site for the latest information concerning this class.

SIGNED

School Commandant or Course Director